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WAR FOOD ADMINISTRATION OFFICE OF DISTRIBUTION WASHINGTON 25, D.C.

SHIPPING AND STORAGE ER NCH MEMORANDUM NUMBER 39.1

Ordering DRMA Procured Butter and Cheese

I General

- A. The Dairy Products Marketing Association under the existing contract with the Office of Distribution (CCC) shall procure butter and cheese on the instruction of the Procurement and Price Support Branch as to quantities, time, and other terms.
- B. The butter and cheese procured shall be shipped on orders issued to DPMA by the Chief, Cold Allocations Section, Storage Division, Shipping and Storage Branch. DFMA shall be relieved of future responsibility for shipment, storage, or handling of butter and cheese when carrier has executed bills of lading which constitute delivery to the custody of the Shipping and Storage Branch.

II Position Inventory (Exhibit 1)

- A. DPMA shall furnish to the Procurement and Price Support
 Branch of the Office of Distribution in Washington the original and five copies of a weekly detailed position inventory;
 one copy of which shall be distributed to the Shipping and
 Storage Branch for the attention of the Chief, Cold Allocations Section.
- B. While the position inventory report shall be the basis on which requests for shipment against specific programs will be accepted and for issuing Notices to Deliver to the General Manager of DPMA, the Chief, Cold Allocations Section, Storage Division, Shipping and Storage Branch, shall on request be furnished with a detailed statement of availability, including the following:
 - 1. Name of Warehouse
 - 2. Location
 - 3. Quantity (net pounds and cars)
 - 4. Type Package
 - 5. Grade

III Laking of Shipments

A. Notice to Deliver, Form FD. 194



- 1. The Notice to Deliver shall be prepared by the Chief, Cold Allocations Section in Tashington for all DRAA shipments and forwarded by air mail directly to the General Manager of DRAA.
- 2. Notices to Deliver shall be prepared designating DPMA as the shipper, and should include the following information:
 - a. Destination
 - b. Consignee
 - c. Order Ticket Number
 - d: Requisition or MFO Number
 - e. FAS Number
 - f. Delivery Date
 - g. Quantity
 - h. Packaging
 - i. Commodity Code
- 3. Upon receipt of the Notice to Deliver, DFMA shall by wire furnish the Chief, Cold Allocations Section, Storage Division, the routing of each shipment.
- 4. The Delivering carrier shall then be determined and the ODT permit secured and furnished telegraphically to DPMA by the Chief, Cold Allocations Section.
- 5. The Notice to Deliver shall be retained by DPMA as evidence of delivery of the shipment.

B. Bills of Lading

- 1. DPMA shall ship on commercial bills of lading endorsed for exchange for Government billsof lading at the Office of Distribution destination.
- 2. DRIA shall retain a copy of the Commercial Bill of Lading executed by the carrier as evidence of delivery being made.
- 3. The remainder of Bill of Lading copies shall be exchanged for Government Bills of Lading. Distribution shall then be made in accordance with Document Distribution Instruction to Vendors, Form FDA 345, (to be furnished DPMA by the Chief, Cold Allocations Section, Shipping and Storage Branch.)

C. Loading Manifests

1. DPMA (or warehouse) shall prepare loading manifests including thereon the information provided for and the commodity code symbol. 2. Copies of the manifest shall be distributed as directed in Document Distribution Instruction to Vendors, Form FDL 345.

D. Telegraphic Notices of Shipment

- 1. Immediately upon delivery to the carrier, DPLA shall prepare telegraphic notices of shipment (or have the warehousemen prepare the wire) to the Shipping and Storage Branch, New York, furnishing the following information:
 - a. Date Shipped
 - b. Order Ticket Number
 - c. Sub Numbers
 - d. Car Numbers
 - e. QMR Number
 - f. FAS Number
 - g. Name of Shipper (DPMA)
 - h. Consignee
 - i. Quantity and size of units
 - j. Net Weight
 - k. Commodity Code Symbol
 - 1. Estimated cumulative cost value of shipment being reported.

E. Vendor Ticket, Form FD. 601

- 1. The Vendor Ticket shall be prepared by the Chief, Dairy and Poultry Unit for each shipment on which Notice to Deliver is being sent to DRMA.
- 2. The Vendor Ticket shall be released to Document Servicing, Shipping Division, for duplication and distribution after the delivering carrier and ODT permit number is sent to the General Manager of DPMA.

IV Confirmation of Telegraphic Notices of Shipmont

A. The General Manager, DPMA, shall prepare abstracts of deliveries (Exhibit B) from the records of shipments made, showing the same information as was wired to the Shipping and Storage Branch in New York. Copies of this confirmation shall be sent to the Procurement and Price Support Branch in Washington.

Chief, Shipping and Storage Branch

Ellon Fichardson

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Storage Ordering Distribution Code "A", August 1, 1944



WARE FOOD ADMINISTRATION GCP FROGRAM - DPWA OFFICE OFFICE OF DISTRIBUTION FINANCE DIVISION

EXHIBIT B

H

Number

(Confirming wired notices of shipment) ABSTRACT OF DELIVERIES FROM INVENTORY

REMARKS	
Commodity: Shipping: R. R. : Quantity: Size: Net: Gummula-: Code: Ticket: car: of: Weight: tive: Number: Units: Cost: : Value:	Prepare weekly (except if a week falls in two accounting months. Prepare a separate schedule for each portion of the week for each month) Distribution: Original to Finance Division, Program Accounting Section, Retain 1st copy: Two copies to Finance Division, Washington, D. C. One copy to Procurement and Price Support Branch, Washington, D. C. DPMA will post accounting details from this journal to the inventory ledger; Program Accounting Section will check details with shipments taken up by Commodity Accountability Section; will not post from this journal.
Shipper : Consignee : Commodit	page and re
: Shipper	Total each
Date Shipped	

1/ Estimated on basis information available at time of shipment.

Date.

Dairy Products Marketing Association, Inc.

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UNITED STATES DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 39.1 - REV. 1

Ordering DPMA Procured Butter and Cheese

I General

- A. The Dairy Products Marketing Association under the existing contract with the Production and Marketing Administration (CCC) shall procure butter and cheese on the instruction of the Dairy Branch as to quantities, time, and other terms.
- B. The butter and cheese procured shall be shipped on orders issued to the General Manager, DPMA by the Shipping and Storage Branch, Production and Marketing Administration.
- C. DPMA shall be relieved of future responsibility for shipment, storage, or handling of butter and cheese when carrier has executed bills of lading which constitute delivery to the custody of the Shipping and Storage Branch.

II Position Inventory

- A. DPMA shall furnish to the Dairy Branch, Production and Marketing Administration in Washington the original and five copies of a weekly detailed position inventory; one copy of:

 which will be sent to the Shipping and Storage Branch in Washington for the attention of the Chief, Cold Allocations Section, Storage Division. In addition, DPMA will furnish one copy of this report to the Chief, Shipping and Storage Office in Chicago.
- B. While the position inventory report will be the basis on which requests for shipment against specific programs will be accepted by the Shipping and Storage Branch, the Chicago Shipping and Storage Office of the Branch shall on request to DPMA be furnished with a detail statement of availability, prior to the issuance of shipping instructions, which will include the following:
 - 1. Name of Warehouse
 - 2. Location
 - 3. Quantity (net pounds and cars)
 - 4. Type Package
 - 5. Grade
 - 6. Whether stored in transit and, if so, actual origin and inbound route to storage.

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Distribution Code "A" and "B" November 16, 1945

III Making of Shipments

Then the request to ship against a specific program has been accepted, the Storage Division will furnish the Chicago Shipping and Storage Office complete information pertinent to the shipment, from which point, the following action will be taken:

A. Preparation of Vendor Ticket, Form FDA-601

The Shipping and Storage Office in Chicago will prepare a vendor ticket (Form FDA-601) for each shipment being made by DPMA. The Vendor Ticket will be prepared, duplicated, and distributed in accordance with Shipping and Storage Branch Memorandum No. 39.9.

- B. Preparation of the Notice to Deliver, Form FDA-194 or CCC-107
 - 1. The Notice to Deliver (Forms FDA-194 or CCC-107) will be prepared by the Chicago Shipping and Storage Office for DFMA shipments. DFMA will be shown as the name of the shipper on the "Notices to Deliver".
 - 2. Distribution of Notice to Deliver copies will be in accordance with the provisions of the Shipping and Storage Branch Memorandum No. 79.2. The original and second copies will be forwarded directly to the General Manager of DPMA in Chicago. These copies of the Notice to Deliver shall be retained by DPMA as evidence of the shipment being authorized.

C. Bills of Lading

- 1. Government Bills of Lading will be prepared by DPMA in Chicago. The Traffic Manager of DPMA is authorized to sign Government Bills of Lading as the "Issuing Officer".
- 2. Copies of Government Bills of Lading will be distributed in accordance with Shipping and Storage Branch Memorandum No. 79.1 Revision 1.

D. Loading Manifests

- 1. DPMA (or the warehouse upon request of DPMA) will prepare loading Manifests, (Form FDA-473 or CCC-149) including thereon the information provided for and the commodity code symbol.
- 2. Copies of the Loading Manifests will be distributed by DPMA as directed in Document Distribution Instruction to Vendors, Form FDA-345.

E. Reports of Shipment

1. Immediately upon delivery to the carrier, the warehouse making the shipment for DPMA will prepare a wire report to the General Manager of DPMA furnishing the information described below, except those items marked with an asterisk (*). At the same time, a duplicate wire will be sent to the Shipping and Storage Office of destination by the warehouseman.

Shipments

- 1. Outbound car initials and number
- 2. Delivering carrier
- 3. Date shipped
- 4. Commodity
- 5. Contract number (DPMA)
- 6. Order symbol, number, and sub
- 7. Number and kind of unit
- 8. Size and type of container
- 9. Commodity Code*
- 10. Total quantity in net pounds
- 11. Total quantity in gross pounds
- 12. Ex-car initials and number
- 13. Lot number
- 14. FAS number
- 15. Name and address of consignee
- 16. Name and address of Consignor (DPMA)*
- 17. Estimated cumulative cost value of shipment being reported.*

Upon receipt of the wire report of shipment from the warehouse, the General Manager of DPMA will prepare the Report of Shipment, Form CCC-347, including thereon those items marked with an asterisk (*), and send it to the Chief, Shipping and Storage Office in Chicago.

2. When Forms CCC-347 are received, the Chicago Shipping and Storage Office will make teletype reports of shipment to the Shipping and Storage Branch in Washington and the Shipping and Storage Office of destination in accordance with Shipping and Storage Branch Memorandum No. 70.2.

IV Confirmation of Telegraphic Notices of Shipment

A. The General Manager, DPMA, shall prepare abstracts of (deliveries from the records of shipments made, showing the same information sent to the Chief, Shipping and Storage Office in Chicago. A copy of the confirmation of shipping reports shall be sent to the Dairy Branch, Production and Marketing Administration in Washington.

V Superseding Instruction

A. This procedure becomes effective November 19, 1945, and supersedes Shipping and Storage Branch Memorandum No. 39.1, dated August 1, 1944, and Correction Notice No. 1, dated September 6, 1944.

H. O. Warlick, Colonel, G.S.C.

Director, Shipping and Storage Branch



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WAR FCOD ADMINISTRATION - OFFICE OF DISTRIBUTION WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 39.1

Ordering DPMA Procured Butter and Cheese

Correction Notice Number 1

Paragraph IV Confirmation of Telegraphic Notices of Shipment

The Abstract of Deliveries Form (Exhibit B) prepared by the General Manager, DPMA, has been revised. Replace Exhibit B of Shipping and Storage Branch Memorandum Number 39.1 with the attached revised copy.

Ellon Juhanson

Chief, Shipping and Storage Branch

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Storage Ordering

Distribution Code "A"

September 6, 1944



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